***Lesson 1 Signpost 1***

Background: You are volunteering, at a local youth center, to teach some of the people how to balance their checkbooks.

1. To prepare for the lesson, create a new workbook in Excel 2010, and enter the following data.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Checkbook Analysis | |  |  |  |
|  |  |  |  |  |
| Item | Gill | Maxwell | Penn | Brar |
| Beginning Balance | 2894.28 | 1342.98 | 7624.13 | 1468.29 |
| Check | 348.36 | 1782.96 | 2356.45 | 782.19 |
| Deposits | 209.24 | 1876.45 | 2892.67 | 732.41 |
| Ending Balance | |  |  |  |

1. Merge and centre, then format the worksheet title to bold, 14-point font.
2. Best fit column A, then format cell A3 to bold, 12-point font.
3. To save time, use the Format Painter to copy the format of cell A3 to cells B3:E3.
4. Apply an indent to the data in the *Items* column.
5. Format all numeric data to currency style with two decimal places.
6. To enhance the readability of all columns right-align the column headings and apply the border of your choice around cells A3:E7.
7. Next fill the border area with a light shade of your choice.
8. Apply a black, double, bottom border to cells A6:E6.
9. AutoFormat the worksheet to Accent 4 60% style.
10. Save the updated workbook as *IPformats* in your IT folder and close the program.
11. Email the assignment to me as an attachment, from your school email address. My email is Elizabeth\_Cousar@sd34.bc.ca. Please put IT9perX in your subject line, but replace the X with your class period (2 for girls, 7 for boys).